

# Australian Ideal College Moodle User Guide





Sydney Campus: Level 7 & 8, 75 King Street Sydney NSW 2000 Tel: +61 2 9262 2968 Fax: +61 2 9262 2938 Adelaide Campus: Level 3, 7 James Place Adelaide SA 5000 Tel: +61 8 8123 5780 Fax: +61 2 9262 2938 Hobart Campus:

Ground Floor, 116 Murray St Hobart TAS 7000 Tel: +61 3 6231 2141 Fax: +61 2 9262 2938

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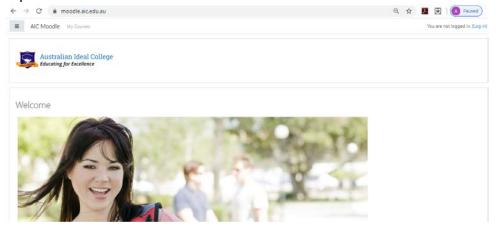
#### Accessing the learning platform

In order to access our AIC Moodle system, simply click on the link below in your email received from AIC or type it out in your browser: <u>https://moodle.aic.edu.au</u>

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#### **1** Login and change password

 Please click <u>Log in</u> on the top right corner of the page and enter your username and password.



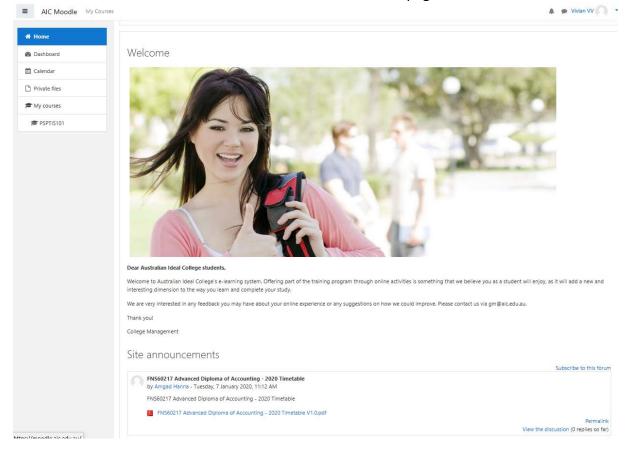
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• You are required to change your password to proceed.

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Calendar	You must change your password to proceed.	
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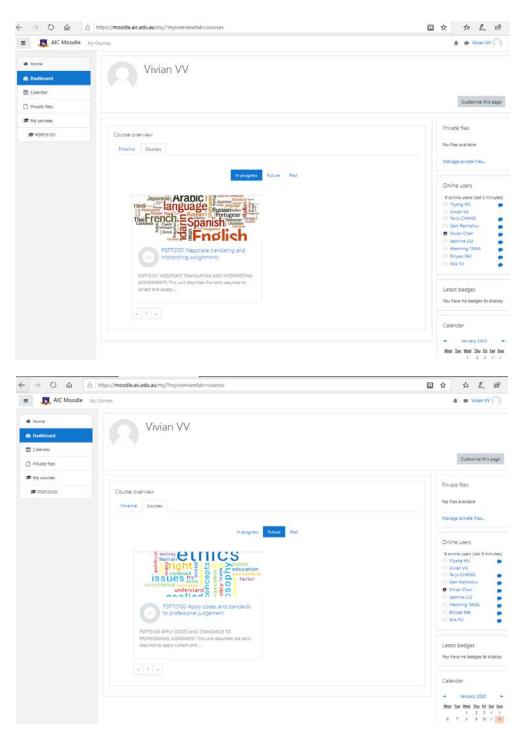
# **Getting started**

- Now, you have logged in your Moodle account successfully!
- You will find each course timetable on Moodle home page.



### 2 Course and unit information

Please click <u>My Courses</u> on the top left corner of the page and you will find all your course and units <u>in progress, in the future and past</u>.



 Please click <u>Timeline</u> in the section of <u>Course overview</u> and you will find the current and upcoming activities you need to participate in, including assessments submission.



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## **Courses**

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 You can always toggle between courses by using the navigation and clicking on <u>Dashboard</u>. This is your personal dashboard and will show you which course(s) you have enrolled in and the current unit(s) you are learning.

## Courses

#### Please try to click your current <u>unit code</u> (PSPTIS101) and you will find all learning materials on this unit page.

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	Unless instructed differently, save the final version of your answer as either a doc, docç an rtf lie (rich text format), or a PDT,	
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	1. Each student must complete the Acessument Submission Shiked of each unit and insent your digital signature for accessments marking.	
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	3. References: Tinure your work is referenced to prevent plugarium. For more information on plugarium and references, refer to the Student Handbook.	
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#### **3** Assessment submission

 You can find the <u>Student Assessment Submission Guide</u> in the section of <u>Assessment Tasks</u> located at the bottom of each unit page. Please click and download the assessment tasks.

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	1. Referencing: Insure your work is referenced to prevent plagarism. For more information on plagarism and referencing, refer to the Student Handbook.	
	4. File naming protocol. Prior to submission, your assessments must comply with the file name protocol below. The file name must follow this format: UNIT CODE Student DF Jint Name Amaly Name Fixemine (FMTRES) 1010000 Care 20406	
	stamper: er rest and a defined to a failure to do so will result in your work being esturated to you, delaying the marking of your assessments.	
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 After you complete and save your assessments tasks, please click <u>Assessment Tasks Submission</u> and upload your work in Moodle. You can also simply drag and drop your files in the window of <u>File submissions</u>. <u>Please make sure you submit all your assessments by the due dates. You will</u> not be able to submit your assessments via Moodle after the due dates.

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 At last, you will be required to <u>confirm your submission</u> and then your trainer will receive a notification via email about your assessment submission.

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Badges     Competencies	PSPTIS101 Negotiate translating and interpreting assignments_Assessment Tasks Submission	
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Learner Guide     Translation Practice Tasks     Online Learning Resources	Are you sure you want to submit your work for grading? You will not be able to make any more changes. Continue Cancel	
& Weekly Practice Questions	There are required fields in this form marked • .	
Home     Dashboard		
🛱 Calendar		
Private files  My courses		
psptis101		

AIC Moodle My	Courses	🜲 🎓 Vivian VV
PSPTIS101	PSPTIS101 Negotiate tra	nslating and interpreting assignments
Participants	0	/ PSPTIS101 Negotiate translating and interpreting assignments Assessment Tasks Submission
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3 Grades	· -· ··- · · · · · · · · · · · · · · ·	······································
D General	Submission status	
3 Learner Guide	Attempt number	This is attempt 1.
3 Translation Practice Tasks	Submission status	Submitted for grading
0 Online Learning Resources & Weekly Practice Ouestions	Grading status	Not graded
	Due date	Sunday, 12 January 2020, 11:59 PM
Assessment Tasks	Time remaining	4 days 13 hours
Home	Last modified	Wednesday, 8 January 2020, 10:49 AM
Dashboard	File submissions	PSPTIS101_20202222_VIvian VV.doc
Calendar		
Private files	Submission comments	Comments (0)
' My courses		
PSPTIS101		
	→ PSPTIS101 Negotiate translating and interpreting as:	signments_A Jump to e

 You will receive an email notifying you about your assessment result and trainers' comments/feedback. You can simply click <u>assignment submission</u> in your email and find out your grade.

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÷	<b>0 1 0 0 b :</b>	第1个会话,共2个 〈	> 拼	*	\$			
	Vivian Chen has given feedback for assignment PSPTIS10 and interpreting assignments_Assessment Tasks Submiss	•	ing	Ð	Ø			
?	Vivian Chen (via AIC Moodle) <noreply@ideal.moodlesite.pukunui.net> 发送至我 ▼</noreply@ideal.moodlesite.pukunui.net>	上午11:10 (0分钟前)	\$	4	:			
	文A 英语 ▼ > 中文 ▼ 翻译邮件							
	PSPTIS101 ->Assignment ->PSPTIS101 Negotiate translating and interpreting assignments_Assessment Tasks Submission							
	Vivian Chen has posted some feedback on your assignment submission for ' <i>PSPTIS101 Negotiate translating and interpreting assignments_Assessment Tasks Submission</i> '							
	You can see it appended to your assignment submission.							

▲ 回复

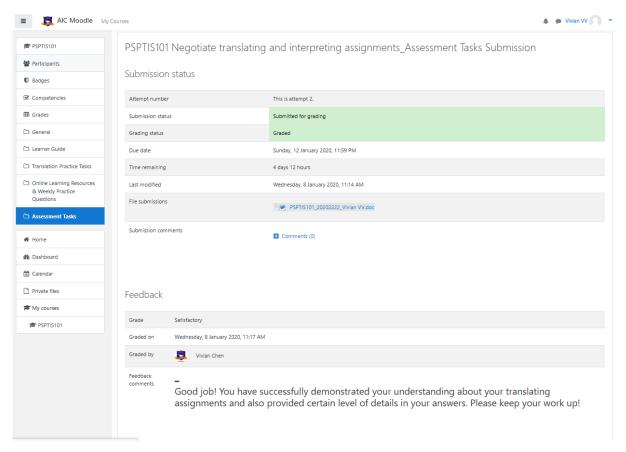
➡ 转发

Please read your trainers' comments/feedback carefully to modify your assessment accordingly if you receive <u>Not yet satisfactory</u> as your <u>Grade</u> of assessment. You will find the section of <u>This</u> is <u>attempt 2</u> on the same page and have chance to resubmit your assessment your trainer.
 <u>Please note that each student has 2 attempts for each assessment submission.</u>

AIC Moodle My Courses					
PSPTIS101					
Participants	Feedback				
) Badges					
Competencies	Grade	Not yet satisfactory			
l Grades	Graded on	Wednesday, 8 January 2020, 11:06 AM			
) General	Graded by	C Wien W			
Learner Guide					
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Questions	* Attempt 1: Wednesday, 8 January 2020, 10:49 AM				
Assessment Tasks	Submission status	Submitted for grading			
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Dashboard					
Calendar	Submission comments	Comments (0)			
Private files	Feedback				
* My courses	Grade Not yet salisfactory				
🚔 PSPTIS101	Graded on	on Wednesday, 8 January 2020, 11:06 AM			
	Graded by	P Vivian Chen			
	Feedback comments	- I believe that you demonstrated your understanding about your translating assignments to some extent. However, you still need to resubmit the assessment since you did not provide the answers to Question 2 and 3 in Task 3 Case Study.			

AIC Moodle My	Courses	🌲 👳 Vivian VV 🎧			
₱ PSPTIS101	PSPTIS101 Negotia	ate translating and interpreting assignments			
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8 Competencies	PSPTIS101 Negotiate translating and interpreting assignments_Assessment Tasks Submissio				
1 Grades	For hold negotiate consideing and interpreting assignments_Assessment lasis submission				
D General	Submission status				
3 Learner Guide	Attempt number	This is attempt 2.			
3 Translation Practice Tasks	Submission status	Reopened			
0 Online Learning Resources & Weekly Practice	Grading status	Not graded			
Questions	Due date	Sunday, 12 January 2020, 11:59 PM			
C Assessment Tasks	Time remaining	4 days 12 hours			
• Home	Last modified	Wednesday, 8 January 2020, 11:06 AM			
Bashboard	Submission comments	Comments (0)			
Calendar					
Private files					
My courses		Add a new attempt based on previous submission			
# PSPTIS101	This will copy the contents of your previous submission to a new submission for you to work on.				
	Add a new attempt. This will oreate a new brank submission for you to work on .				
	Feedback				

 You will receive the notification email again after your trainer marks your assessment resubmitted. You will see a grade of <u>Satisfactory</u> and your trainer's comments/feedback if you meet all the requirements of the assessment.





Australian Ideal College

#### For any other enquiries, kindly contact us directly

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